

City of Lowell
Job Posting
Please Post: April 8, 2014
Deadline: April 22, 2014
Staff Engineer
Lowell Regional Wastewater Utility

ANTICIPATED VACANCY

Job Title: Staff Engineer (2300-08, 2008, INC)
Department: Lowell Regional Wastewater Utility (LRWWU)
Reports To: Wastewater Engineering Supervisor; Executive Director
Union: MVEA - WWTP Unit IIP
Salary: \$931.47 (min) to \$1,070.64 (max) per week

SUMMARY

A Wastewater Engineer is responsible for management and administration of various tasks and programs within the LRWWU Engineering Division. A Wastewater Engineer provides technical support and project management assistance to the Wastewater Engineering Manager, the Wastewater Engineering Supervisor, and other division staff.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and ability required of the Engineering Supervisor. To perform this job successfully, an individual must meet the education and experience requirements and be able to perform each essential duty satisfactorily.

EDUCATION AND EXPERIENCE

- A bachelor's degree in civil/environmental engineering, environmental studies, physical sciences, or a comparable area of study is required.
- Certification as an Engineer-In-Training (EIT) is preferred.
- Experience with engineering design, project management is required and program administration, especially in the municipal wastewater treatment industry, is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Below are some of the essential duties and responsibilities of the position. Depending upon experience, education, skills, and the needs of the LRWWU Engineering Division, the duties described below may or may not be assigned. Other duties not listed below may be assigned by the Engineering Manager as deemed necessary to fulfill the overall objectives of the department.

- Administer tasks in any of the following division programs: Inter-Municipal Program (IMP), Storm-Water Management (SWM), Utility Safety Program, Industrial Pretreatment Program (IPP), Long Term Control Program (LTCP), Capital Improvements Program (CIP), Geographical Information Systems (GIS), Website Development, and Supervisory Control and Data Acquisition (SCADA) Management,. Task include permitting, inspection, correspondence, billing, regulatory compliance, planning and design, project management,

environmental monitoring, program implementation and maintenance, contractor oversight, and database management.

- Participate in design review process and make recommendations for design revisions; support other members of department, including operations and maintenance personnel; supervise contractors and consultants during design, bidding, and construction of projects, as required.
- Craft reports and other documents that describe work activities; create spreadsheets, tables, charts that summarize data and convey information; maintain electronic and paper files, including design reports, meeting minutes, technical memoranda, computer programs, correspondence, databases, and other records.
- Participate in planning and implementation of program objectives; support other Wastewater Engineering staff by providing technical assistance and support; participate in team projects and support efforts of other group members as needed. This includes assistance with pretreatment and intermunicipal responsibilities, as well as engineering projects, if necessary.
- Participate in Wastewater department programs and projects as needed; provide technical assistance to the operations and maintenance divisions; respond to emergency calls outside of normal working hours; keep Executive Director and Engineering Manager informed of Wastewater Engineering functions; interact in a professional manner with city departments, other organizations, public officials, and the general public.
- Refine skills related to mathematical concepts and calculations; enhance knowledge of the principles and practices of wastewater / stormwater treatment and transport; advance proficiency in organizing technical materials and writing letters; improve knowledge of federal and state regulations related to wastewater and stormwater management.
- Maintain professional licenses and certifications; establish and utilize professional networks; attend educational workshops, conferences, and seminars; reviews technical publications and refine knowledge
- Contribute to the preparation and submittal of reports and correspondence to the United States Environmental Protection Agency and the Massachusetts Department of Environmental Protection; maintain a working knowledge of relevant rules and regulations; coordinate and communicate with other agencies as needed; comply with federal, state, and local legal requirements.
- Collaborate with the Wastewater Engineering Manager, the Wastewater Engineering Supervisor, and other staff members in the LRWWU Engineering division regarding all project work; attend staff meetings as necessary.
- Interact with supervisors in other LRWWU divisions as needed, particularly the Operations Superintendent, Maintenance Superintendent, and Executive Director.
- Foster a safe and productive work environment by engaging in effective work practices and procedures; perform housekeeping and custodial duties as needed.

CERTIFICATES, LICENSES, AND REGISTRATIONS

- Engineer-In-Training certification is preferred.
- Valid motor vehicle license is required; commercial driver's license is preferred.
- Wastewater treatment operator's and wastewater collection system licenses are preferred.
- Hazwoper emergency responder training is desired.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business

correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry, trigonometry, and calculus. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS

Ability to utilize computer programs such as *Word*, *Excel*, *PowerPoint*, and *Access*. Ability to create tables, charts, and spreadsheets and facility with email messaging. Familiarity with *AutoCad* and *GIS* a plus.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret information presented in written, oral, schematic, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

The city of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified applicants send resume/application to the Human Relations Office, Room 19 City Hall, Lowell, MA 01852 by 4:00 pm on: Deadline: April 22, 2014. Applicants may also send resume and /or application to fax # 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer